

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SUPERVISOR OF BUILDING MAINTENANCE**

Jurisdictional Class: **Competitive**

Date Adopted: **April 6, 1987**

Date Revised: **02/93; 04/15/97; 06/17/99, 09/22/00**

Jurisdictions: **All**

Union Status: **County -- CSEA**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and skilled maintenance position concerned with the cleaning, repair and maintenance of buildings, grounds and related equipment. The incumbent is responsible for planning, assigning and supervising a variety of maintenance activities as well performing work of a general mechanical nature which may include masonry, carpentry, painting, plumbing, heating and ventilating, grounds keeping or electrical maintenance. Work is performed under general supervision. Direct supervision is exercised over the work of subordinate maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and schedules a program of preventive maintenance and repairs for buildings and equipment;
Supervises the work activities of maintenance mechanics, helpers and cleaning personnel;
Instructs subordinate maintenance personnel in the more difficult or specialized tasks in the repair and maintenance of buildings, grounds and equipment;
Makes regular inspections of buildings, grounds and equipment identifying need for repairs;
Installs, maintains, repairs and rebuilds a wide variety of electrical fixtures, equipment and systems;
Estimates cost of maintenance and repair projects;
Builds, installs, maintains and repairs doors, stairs, walks, floors, desks, chairs, cabinets, shelves, tables, windows and locks;
Prepares, paints and resurfaces wood, metal and other surfaces;
Performs a wide variety of steam fitting, forging, welding, sheet metal fabricating or machine shop activities;
Operates hand, power and motorized tools and equipment;
Requisitions equipment and supplies in accordance with prescribed manner;
Prepares and maintains a variety of records and reports on maintenance operations;
Operates trucks with snow plows for maintenance of parking areas and driveways.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of building and grounds operation and maintenance practices; thorough knowledge of the tools, terminology and practices of one or more of the mechanical or construction trades; ability to read and interpret plans and specifications; ability to understand and carry out oral and written directions; ability to plan and supervise the work of others. Mechanical aptitude, manual dexterity, good judgment, initiative and resource-fulness.

Last Reviewed: n/a
Last Updated: 09/22/00
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND**;

- (A) Two (2) years of experience at the journey level in one of the recognized skill trades, e.g. carpentry, plumbing, masonry, electrical; **OR**
- (B) Four (4) years of experience in general building maintenance and repair work; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT FOR COUNTY POSITIONS: CDL driver license.